

# LAGRANGE

COLLEGE

*Evening College*



## **Evening College Bulletin 2006 - 2007**

601 Broad Street, LaGrange, Georgia 30240



Digitized by the Internet Archive  
in 2013

# LAGRANGE

## COLLEGE

### **EVENING COLLEGE BULLETIN 2006 - 2007**

LAGRANGE COLLEGE  
601 Broad Street  
LaGrange, GA 30240

President: Dr. F. Stuart Gulley

Editor: Dr. Jay Simmons

The *Evening College Bulletin* is published annually for the benefit of applicants and students in the Evening College division of LaGrange College and details policies, procedures, and programs that are specific to Evening College. The *Evening College Bulletin* is subordinate to the *LaGrange College Bulletin*. All policies not specifically addressed in the *Evening College Bulletin* are those policies detailed in the *LaGrange College Bulletin*. Inquiries should be addressed to the Vice President for Academic Affairs and Dean, [jsimmons@lagrange.edu](mailto:jsimmons@lagrange.edu).

The Evening College division of LaGrange College admits qualified adult students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students in the division. Evening College does not discriminate on the basis of sex, race, color, national or ethnic origin in administration of its educational policies, admission policies, financial aid policies, or other school-administered programs.

## College Communications Directory

### LaGrange College

601 Broad Street

LaGrange, Georgia 30240-2999

(706) 880-8000

Fax: (706) 880-8025

[www.lagrange.edu](http://www.lagrange.edu)

A complete directory of faculty and staff telephone numbers, fax numbers, and e-mail addresses is available on the College web site, [www.lagrange.edu](http://www.lagrange.edu)

(area code 706)

<b>Office of the President</b> .....	880-8240
<i>President, F. Stuart Gulley, Ph.D.</i>	
<b>Academic Affairs</b> .....	880-8236
<i>VP for Academic Affairs and Dean, Jay K. Simmons, Ph.D.</i>	
<b>Bookstore</b> .....	880-8207
<i>Manager, Darlene Weathers</i>	
<b>Business Department</b> .....	880-8317
<i>Chair, Jon Birkeli, Ph.D.</i>	
<b>Business Office/Student Accounts</b> .....	880-8278
<i>Accounts Receivable Specialist, Becky Carter</i>	
<b>Career Development Center</b> .....	880-8286
<i>Director, Lyn Schenbeck, Ph.D.</i>	
<b>Education Department</b> .....	880-8202
<i>Chair, Donald Livingston, Ed.D.</i>	
<b>Enrollment Management</b> .....	880-8241
<i>VP for Enrollment Management, Kimberly Myrick</i>	
<b>Evening College</b> .....	880-8021
<i>Director, Linda H. McMullen</i>	
<b>Financial Aid Office</b> .....	880-8241
<i>Director, Sylvia Smith</i>	
<b>Information Technology</b> .....	880-8049
<i>Support Manager, Tiffany Mixon</i>	
<b>Registrar's Office</b> .....	880-8024
<i>Director, Jimmy Herring</i>	

# TABLE OF CONTENTS

*Evening College reserves the right to make modifications in the degree requirements, courses, schedules, calendar, regulations, fees and other changes deemed necessary or conducive to the efficient operation of the division. Such changes become effective as announced by the proper LaGrange College authorities.*

Communications Directory .....	2
Evening College Calendar.....	4
About LaGrange College .....	7
Mission; Accreditation; Evening College	
Admission .....	9
Freshman Admission; Transfer Admission; Readmission;	
Enrollment Procedure	
Financial Aid .....	13
Philosophy; Payment of Charges; Refund Policy;	
Financial Aid Policies; Financial Aid Programs	
Academic Support Services .....	20
Student Life .....	23
Academic Policies.....	25
Attendance; Grades and Credits; Honor Code;	
Student Status; Transcripts	
Degree Requirements .....	30
B.A. Business Administration, B.A. Human Development, A.A. Liberal Studies	
General Education Curriculum Requirements.....	31
Minors in Sociology and Human Resource Management .....	32
Course Descriptions, Business Administration .....	34
Course Descriptions, Human Development .....	37
Course Descriptions, General Education.....	39
Faculty Listing .....	46
About the Campus.....	50



## 2006 – 2007 ACADEMIC CALENDAR

### Fall 2006

- |                       |              |   |
|-----------------------|--------------|---|
| August                | 23           | Faculty opening session 8:30am<br>Opening faculty meeting 11:00am   |
| August                | 23-25        | Faculty retreat   |
| August                | 28           | <i>New Student Orientation 5:30pm</i>   |
| August                | 29-30        | Mathematics and English placement examinations 5:30pm   |
| <b>September</b>      | <b>4</b>     | <b>Labor Day</b> – College closed   |
| September             | 5            | Fair on the Square 5:00pm   |
| <b>September</b>      | <b>6</b>     | <b>Convocation 7pm</b><br>Registration for new students and returning students not prepaid, 10:00am – 4:00pm  |
| September             | 7            | Registration for new students and returning students not prepaid, 10:00am – 6:00pm<br><i>Freshman MAPP Test 5:30pm</i>  |
| <b>September</b>      | <b>11</b>    | <b>Fall quarter begins 5:50pm</b>   |
| September             | 12           | Seniors' ring sizing, Student Center  |
| September             | 15           | Drop/add and late registration ends at 5:00pm. No refund for individual classes dropped after this date.<br>Syllabi due in Dean's office 5:00pm.<br>Graduation Petitions due for seniors completing requirements end of fall term |
| September             | 29           | Last day to withdraw from a fall class with an automatic "W"  |
| October               | 6-8          | <i>Homecoming Weekend</i>   |
| October               | 9-10         | Midterm examinations  |
| <b>October</b>        | <b>11-12</b> | <b>Fall break</b> – no classes. Administrative Offices open.  |
| October               | 17           | Deficiency notices due in Dean's office   |
| October               | 20           | Last day to withdraw from a fall term class   |
| October               | 26           | <i>Senior MAPP test, 1:00pm and 7:00pm</i>  |
| October<br>November 3 | 31-          | Pre-registration for winter 2007 term (October 31 - November 3, 2006)   |
| November              | 13-14        | Final examinations during class session   |
| <b>November</b>       | <b>14</b>    | <b>Fall quarter ends</b>  |
| November              | 20           | Grades due in Registrar's Office 12:00<br><b>Fall Enrichment Term begins</b>  |

**November 23-24 Thanksgiving Holiday.** Administrative offices closed.

December 3 *Ceremony of Lessons and Carols*, Callaway Auditorium

**December 14 Fall Enrichment Term ends**

December 19 Fall Enrichment grades due in Registrar's Office 12:00

**December 22, 25, 26 Administrative offices closed for Christmas**

December 27 *New Student Orientation* 5:30pm

December 28 Mathematics and English placement examination 5:30pm

### **Winter 2007**

**January 1 New Year's Day** – College closed

**January 2** Registration for new students and returning students not prepaid, 10:00am – 6:00pm

**Winter quarter begins 5:50pm**

January 9 Drop/add and late registration ends at 5:00pm. No refund for individual classes dropped after this date.

Syllabi due in Dean's office 5:00pm

Graduation Petitions due for seniors completing requirements end of winter term

**January 15 Martin Luther King, Jr. Birthday** – College closed

January 25 Last day to withdraw from a winter class with an automatic "W"

February 6, 7 Midterm examinations

February 12 Deficiency notices due in Dean's Office

February 13-16 Pre-registration for spring 2007 term

March 1 *New Student Orientation* 5:30pm

March 6 Mathematics and English placement examinations 5:30pm

March 6, 7 Final examinations during class sessions

**March 7 Winter quarter ends**

### **Spring 2007**

**March 12** Registration for new students and returning students not prepaid, 10:00am-6:00pm

**Spring quarter begins 5:50pm**

March 14 Winter term grades due in Registrar's Office 12:00

March 16 Drop/add and late registration ends at 5:00pm. No refund for individual classes dropped after this date.

Syllabi due in Dean's office 5:00pm

Graduation Petitions due for seniors completing requirements end of spring term

March 20 *Freshman MAPP test* 5:30pm

March 21 *Senior MAPP test* 1:00pm and 7:00pm

March 30 Last day to withdraw from a spring class with an automatic "W"

**April 2-6 Spring Break**

April	11, 12	Midterm examinations
April	19	<i>Alpha Sigma Lambda Honor Society Ceremony 4:30pm</i>
April	20	Deficiency notices due in Dean's office
April	25	Last day to withdraw from a spring term class
April	24-27	Pre-registration for summer and fall 2007 terms
April	27	<i>Honors Day</i>
April	27-29	<i>Family Weekend activities</i>
May	14, 15	Final examinations during class sessions
May	15	Spring quarter ends
May	17	Grades due for seniors 12:00pm
<b>May</b>	<b>18</b>	Grades due for underclassmen Graduation rehearsal 9:30am; Senior brunch follows <b>Baccalaureate service 5:00pm</b>
<b>May</b>	<b>19</b>	<b>Commencement on the Quadrangle 8:30am</b>
<b>May</b>	<b>28</b>	<b>Memorial Day</b> – College closed
May	30	<i>New Student Orientation 5:30pm</i>
May	31	Mathematics and English placement examinations 5:30pm

### **Summer 2007**

June	5	Registration for new students and returning students not prepaid, 10:00am – 6:00pm
<b>June</b>	<b>7</b>	<b>Summer quarter begins 5:50pm</b>
June	14	Drop/add and late registration ends at 5:00pm. No refund for individual classes dropped after this date. Syllabi due in Dean's office 5:00pm Graduation Petitions due for seniors completing requirements end of summer term
June	22	Last day to withdraw from a summer class with automatic "W"
June	28	Midterm examinations
<b>July</b>	<b>4</b>	<b>Independence Day</b> - College closed
July	6	Last day to withdraw from a summer term class
July	19	Final examinations during class session
July	19	Summer quarter ends
July	26	Grades due in Registrar's office 12:00



## ABOUT LAGRANGE COLLEGE

### Mission Statement

*LaGrange College is called through The United Methodist Church to challenge the minds and inspire the souls of students by improving their creative, critical and communicative abilities in a caring and ethical community.*

LaGrange College, established in 1831, is owned by the North Georgia Conference of The United Methodist Church. LaGrange College is proud of this relationship and believes that its mission is an extension of the work of The United Methodist Church. LaGrange College is committed to the free, uninhibited pursuit of truth. Academic freedom and free expression of faculty and students are integral to the LaGrange College ethos.

LaGrange College is committed to challenging the minds and inspiring the souls of students by improving their creative, critical, and communicative abilities. Faculty recognize the part they play in a student's development by serving as mentors and role models. The total LaGrange College program – curricular and co-curricular – is designed to challenge and support students as they deal with fundamental issues of self, world, and God.

The principal curricular means by which the College assists students in the improving of their creative, critical, and communicative abilities are an interdisciplinary, technologically sophisticated liberal arts program (A.A., B.A., B.S., B.M.), professional programs in business (B.A., B.S.), nursing (B.S.N.), education (B.A., M.Ed. and M.A.T.), and continuing education. The principal co-curricular means is through a comprehensive program of student life and athletics.

LaGrange College strives to be a caring and ethical community. The hallmark of the LaGrange College community is the quest for civility, diversity, service, and excellence.

**Adopted by Faculty, Administration, and Board of Trustees, 1997; reaffirmed by Board of Trustees on October 20, 2000.**

### Accreditation

LaGrange College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associates, bachelors, and masters' degrees.

LaGrange College is also approved by the United Methodist University Senate. It has membership in the National Association of Independent Colleges and Universities and the Georgia Foundation for Independent Colleges.

The Georgia Professional Standards Commission, which confers professional certificates upon college graduates meeting requirements in early childhood, middle grades, or secondary education, has awarded highest approval to LaGrange College's program of teacher education.

The Bachelor of Science in Nursing program is accredited by the National League for Nursing.

The undergraduate program in business administration is accredited by the Association of Collegiate Business Schools and Programs.

## **Evening College**

Evening College supports the mission of LaGrange College through the provision of associate and baccalaureate programs that meet the academic needs of adult learners in Troup and surrounding counties. Evening College offers an outstanding academic program in a supportive, encouraging environment. The liberal arts and science based program is designed to nurture a love of life-long learning and to prepare students for the future through a curriculum that facilitates mastery in a discipline and development of reasoning, decision-making and problem-solving abilities skills vital for career success. Recognizing that adult learners may be managing personal, professional, and collegiate careers, Evening College is structured to allow qualified students to earn an undergraduate degree at night, through full-time or part-time study, without sacrificing their professional and personal responsibilities. Evening College offers the Bachelor of Arts degree in Business Administration, the Bachelor of Arts degree in Human Development, and the Associate of Arts degree in Liberal Studies. Minors in Sociology and Human Resource Management are also offered.

Evening College operates on the quarter system with terms beginning in September, January, and March. A 7-week summer session is also offered. Accepted students may begin classes during any quarter.



# ADMISSION

## Freshman Admission

LaGrange College seeks to admit students who demonstrate the ability to benefit from a quality liberal arts and sciences education. Applicants to Evening College are normally independent adults 24 years or older who reside off-campus; they may be married or have dependents. Prospective students are encouraged to call the Evening College Office at 706-880-8298 to discuss the programs available in Business Administration, Human Development, and Liberal Studies, and to review the application process.

Prospective students should:

1. Request an application from the Evening College office, or download the application from our web site at [www.lagrange.edu](http://www.lagrange.edu). The application requires completion of both biographical and academic information, as well as a thoughtful written response to a Focus Question. Mail the completed application and the \$20.00 nonrefundable application fee to Evening College, 601 Broad Street, Smith Hall 228, LaGrange, GA 30240.
2. Request official transcripts from all high schools and colleges attended. Official transcripts and test scores must be signed and sealed and forwarded directly from the agency to Evening College. Copies of transcripts mailed, faxed, or delivered by a prospective student are not considered to be official documents, and are therefore not acceptable. Students who earned a G. E. D. in lieu of a high school diploma must submit an official copy of the examination score, following the same procedure as noted above. Please note that applicants who are independent students, aged 24 or older, with a minimum of two years work experience are not required to submit SAT or ACT scores as a part of the application.
3. Schedule an appointment for a conversation with the Director of Evening College. The conversation with the Director is an important part of the admission process, allowing the student to ask questions about the program, and to discuss his/her intended study program.

Each completed application is carefully and thoughtfully evaluated for academic preparation and ability as evidenced by the transcript(s) and essay. The Admission Committee reviews completed applications on a rolling basis; applicants should allow a minimum of two weeks for completed applications to be processed. The admission decision will be communicated to the student in writing.

**Regular admission** will be extended to those applicants who meet all of the requirements for admission; enrollment will normally be effective at the beginning of the next academic term. **Probationary admission** may be extended to applicants who do not fully meet the standard admission criteria, but who possess the potential to be successful students. Students accepted on probation will be limited to 10 quarter hours their first term, and must earn at least a 2.0 in both courses in order to continue in Evening College.



In some instances, an applicant who appears to meet the standard admission criteria may experience unexpected delays in forwarding official transcripts to the Admission Office. In this case, a **conditional admission** offer may be tendered with full admission contingent upon receipt of the necessary paperwork within 30 days of enrollment.

## **Transfer Admission**

Students attending another institution may apply for transfer admission providing they are eligible to return to their current institution at the time of entry to LaGrange College. The College will evaluate course work from regionally accredited college and universities for LaGrange College academic credit. Normally, credit will be given for classes comparable to LaGrange College subjects for whom the applicant earned a grade of “C” or above. If transferring from a two-year institution, credit may be earned for a maximum of 90 quarter hours of coursework. If transferring from a four-year college, normally 120 quarter hours of coursework may transfer. When transfer applicants are accepted, the Registrar will review and evaluate all coursework taken at institutions outside of LaGrange College. The report, indicating courses and credit hours for which transfer credit will be accepted by LaGrange College, will be mailed to the student prior to registration for the upcoming term.

Transfer students who have earned a Baccalaureate Degree from a regionally accredited American institution and who are enrolling for a second undergraduate degree, will be awarded credit for the general education core upon their acceptance to Evening College. International transfer students who have earned a Baccalaureate degree from a foreign institution should present an evaluated transcript from an approved foreign credentials service to the Registrar for evaluation. Credit will be given for courses equivalent to our general education core requirements in which the student has earned a minimum grade of “C”.

## **Transient Admission**

A student currently enrolled in good standing at another college may enroll in the Evening College as a transient student. Applicants for transient status must complete the Transient Application for Admission and forward to the Registrar’s Office a permission letter from the home institution, verifying status and authorization to enroll for the course.

## **Readmission**

If a student has not attended Evening College for four quarters, or was not in good standing during the last quarter completed, s/he must submit an Application for Readmission (available in the Evening College office) before attempting to register for additional course work. Students who were absent for three quarters or less, and who were in good academic standing when they last attended, may re-activate their student file through the Registrar’s Office without applying for readmission. Students who have not attended another institution while absent from LaGrange College, and who have been absent for less than four calendar years, are generally governed by the Bulletin in force at the date of their initial enrollment. Students who have been out of school for four or more calendar years are subject to the Bulletin in force at the time of their readmission and resumption of study.

If a student seeking readmission has attended another institution since leaving LaGrange College, he/she will – if admitted – be considered as a transfer student. Transfer students will be subject to the Bulletin in force at the time of their transfer back to LaGrange College.

## **Enrollment**

After an offer of admission is extended, applicants who intend to accept the offer will be asked to submit an enrollment deposit of \$100.00 to reserve a space in the class for the upcoming term. The deposit will be considered as a credit toward tuition due. A student who expects to receive a tuition reimbursement scholarship from his/her employer may contact the Evening College office to request a waiver of the deposit.

The Evening College and the Registrar's offices will correspond with each student approximately one month before each term begins to provide details concerning course registration, placement testing, book purchases, and other subjects of importance to new students. Testing and registration activities are conducted during evening hours as a convenience for students. Students should be advised that English and mathematics placement tests must be completed before initial course registration can be finalized.

All new students are encouraged to participate in the Evening College Orientation, held the week prior to the start of classes. In addition to providing a campus tour, the orientation is designed to provide new students with the opportunity to meet current students, to introduce the advising and academic support system and cover logistics of course registration, and to review the mission and overarching objectives of the Evening program.

## **Payment of Charges**

The following fees are in effect for the 2006-2007 academic year.

Tuition	\$241/qtr. hour
Testing Fee	\$60
Parking Permit Fee	\$15
Late Registration Fee	\$20
Personal checks/credit cards failing to clear	\$15

There are no additional general or course fees.

All educational charges are due and payable before the beginning of each term. Students who pre-register will be billed in advance of each term by the Business Office with a due date specified on the invoice. Students who fail to submit payment or make arrangements with the Business Office by the due date, will have their schedules voided by the Registrar, and will need to re-register in person after the account is settled. Students who receive employer tuition reimbursement should contact the Business Office to discuss options for billing and payment.



## Refund Policy

Refunds for individual courses may only be granted in accordance with the deadline dates established by the Evening College calendar. Properly submitted refund requests will be processed within 10 days of notification from the Registrar's Office of withdrawal.

A student considering a complete withdrawal from all courses for the term should contact the Director of Evening College to begin the withdrawal process. The student should also consult with the Financial Aid and Business Offices to determine the financial impact of a complete withdrawal.

See page 18 (Disbursement of Excess Financial Aid) for the refund policies for students receiving financial aid.

Clockwise from top: Carolyn McNearney, 2005 graduate; Carol Hopkins 2006 receives her class ring; Cassandra Huzzie, 2006 minor in human resource management (2<sup>nd</sup> from right, rear); 2006 Alpha Sigma Lambda inductees.



# FINANCIAL AID

## Philosophy

Recognizing the significant investment students and families make when choosing a private college, LaGrange College offers a variety of assistance and payment options. We expect students to use a combination of scholarships, grants, loans and work to meet college costs. These resources may come from family, employers, state or federal sources. We encourage students to apply for financial aid as early as possible to maximize eligibility for all types of assistance.

## Financial Aid Eligibility Requirements

**In general, to be eligible for financial assistance, financial aid applicants must:**

- Be a U.S. citizen or permanent resident alien of the United States.
- Be accepted for admission or currently enrolled in an approved degree-seeking program.
- Have a high school diploma or a General Education Development (GED) Certification, or pass an approved Ability-to-Benefit test.
- Be making satisfactory academic progress towards the completion of a degree program.
- Not be in default on any federal educational loan, or have made satisfactory arrangements to repay the loan.
- Not owe a refund on a federal or state grant.
- Not have borrowed in excess of federal loan limits.
- Be registered with Selective Service, if required.

## Financial Aid Application Procedures

Applicants for financial aid must:

- Complete and submit a Free Application for Federal Student Aid (FAFSA) or a Renewal FAFSA annually.
- Complete a Georgia Tuition Equalization Grant Application, if applicable.
- Submit all required documents for verification, if selected.

## Determining Financial Need

Students in need of financial assistance must complete a federal need analysis form, the Free Application for Federal Student Aid form (FAFSA). The FAFSA collects information concerning the student's family income, assets, and untaxed income, family size, and the number in college. This information is used in a federal need analysis calculation to determine what the family should be able to contribute towards educational expenses. This amount is called the Expected Family Contribution (EFC).

The Financial Aid Office establishes a Cost of Attendance Budget that discloses the annual costs for a student to attend LaGrange College. The Cost of Attendance Budget includes tuition, fees, room, board, books, supplies, and living expenses.

Other components of the Cost of Attendance, which are applied on an individual basis, include childcare expenses, loan fees, and computer costs. These items may require documentation from the student. The Cost of Attendance Budget for independent Evening College students for the 2006-2007 academic year is \$21,165.

The Expected Family Contribution (EFC) is deducted from the Cost of Attendance at LaGrange College to determine whether a need for financial assistance exists. If the family's EFC is less than the Cost of Attendance, a financial need is established, and the Financial Aid Office will work with the family to assist in meeting that need.

## **Satisfactory Academic Progress**

The United States Department of Education requires institutions of higher education to establish a satisfactory academic progress policy to be applied to all recipients of federal financial aid. Satisfactory academic progress means that the student is progressing in a manner consistent with fulfilling his/her degree requirements. Satisfactory academic progress is evaluated throughout the course of the degree program. A Satisfactory Academic Progress policy must include two components: qualitative and quantitative. Qualitative measures cumulative grade point average. Quantitative measures the number or percentage of courses completed. The quantitative component also establishes the maximum time frame for completing a degree program. Financial aid recipients must meet both of these standards to receive financial aid.

The standards established in the Satisfactory Academic Progress policy apply to all financial aid programs.

### **Qualitative Standard**

Federal regulations require a student to have a grade point average that is consistent with the institution's policy governing academic progress. LaGrange College has set the following minimum grade point average requirements. The Registrar and Academic Dean monitor this component of the policy each term.

<b><i>Classification</i></b>	<b><i>Minimum Cumulative Grade Point Average</i></b>
Freshman	1.65
Sophomore	1.75
Junior	1.85
Senior	2.00

### **Quantitative Standard**

Students receiving funds from any of the financial programs covered under this policy must demonstrate measurable progress toward the completion of their degree program. LaGrange College requires students to successfully complete 67% of the credit hours for which the student enrolls each academic term. The credits hours considered under this policy will be those for which the student is registered at the end of late registration. Grades of A, B, C, or D are considered as successful completion of a course. Grades of F, W, WF, NR, or I are considered failing and do not count as successfully completed courses. Audited courses are not considered in either the quantitative or qualitative standards.



## Maximum Time Frame

Federal regulations allow a student to receive financial assistance for no more than 150% of the credit hours required to complete the degree program. Therefore, students pursuing a bachelor's degree must complete their program within 270 attempted credit hours. Most students will complete the program within the time frame. However, frequent withdrawals from courses or school, change of major, failed courses, repeated courses, or courses taken that are not related to your degree program could jeopardize financial aid eligibility. All attempted hours are considered when reviewing maximum time frame.

Transfer students must complete their program within a maximum of 270 credit hours. Hours transferred to and accepted by LaGrange College from other institutions are considered in the maximum time frame. For example, if a student has 75 credit hours acceptable towards their degree program, the student may receive financial assistance for 195 additional credit hours.

Students pursuing an additional bachelor's degree or a master's degree are eligible for an additional 90 quarter hours to complete the degree.

## Evaluation

The cumulative academic history of financial aid recipients is reviewed each term to determine if the student is meeting the quantitative, qualitative and time frame standards for all courses attempted, regardless of whether or not financial aid was received. Transfer grade point averages are not considered in either of these standards. However, accepted transfer credit hours will be considered in the maximum time frame for completing a degree program. Students who fail to meet both qualitative and quantitative standards will be placed on financial aid probation. Students placed on financial aid probation are eligible for financial aid during the probationary term. If the student does not meet the satisfactory academic progress standards at the end of the probationary term, future financial aid will be terminated effective with the next term of enrollment. Students whose financial aid is terminated may appeal to the Financial Aid Appeals Committee for re-instatement of financial aid.

## Appeal Process

Student financial aid recipients who lose their eligibility for financial aid may appeal in writing to the Financial Aid Appeals Committee ***except for loss of eligibility due to time frame***. Appeals must be submitted in writing to the Director of Financial Aid outlining any mitigating circumstance(s) that impacted the student's academic performance, documentation of circumstance(s), if applicable, and how the deficiency will be resolved. The Director will convene the Financial Aid Appeals Committee to evaluate the request for reinstatement of financial aid eligibility. The Director of Financial Aid will notify the student in writing of the decision of the Committee and any conditions associated with reinstatement. Students whose appeals are approved will receive financial aid on probationary status for the next term of enrollment and will have their academic performance reviewed at the end of that term for continued eligibility.

## Student Financial Aid Policies

- Financial aid applications for the upcoming academic year are available beginning January 1 in the financial aid office or on the web at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or [www.gsfc.org](http://www.gsfc.org).
- Due to the demand for financial assistance, the Financial Aid Office awards aid to eligible students on a first-come, first-served basis. In awarding, first priority is given to students pursuing their first undergraduate degree. Transient, non-degree seeking, and unclassified students are not eligible for financial assistance.
- All financial aid applications and documentation for verification must be submitted before an official financial aid award letter is mailed.
- In constructing a financial aid award, funding is awarded in this order: grants and scholarships, student loans, and student employment.
- External sources of financial aid available to a financial aid recipient must be considered in the awarding of Federal, State, and LaGrange College need-based financial aid programs. LaGrange College reserves the right to cancel or reduce financial aid awards in the event that these resources result in financial aid in excess of financial need.
- Financial aid awards are made assuming full-time enrollment. Most LaGrange College and state financial aid programs require full-time enrollment. However, financial assistance is available to students enrolled on at least a half-time basis in the form of Federal student loans (Perkins, Stafford, and PLUS) and Federal Pell Grant and Federal Supplemental Educational Opportunity Grants, if eligible. Students, who are HOPE eligible, whether enrolled on a full-time or part-time basis, may also qualify for assistance.
- A student's enrollment status will be based on the credit hours for which the student is registered at the conclusion of late registration. All financial aid awards will be calculated using final registration information.
- Financial aid awards will be disbursed on the first day of classes provided all required documents and eligibility requirements are met.

## Federal Financial Aid Programs

**Federal Pell Grant** is awarded to undergraduate students pursuing a first bachelor's degree. The student's Expected Family Contribution, Cost of Attendance, and enrollment status determines the Pell award. Students enrolling less than full-time qualify for a prorated amount of Pell Grant based on their enrollment status.

**Federal Supplemental Educational Opportunity Grant** is awarded to undergraduate students with exceptional financial need. Priority is given to students eligible for the maximum Pell award.

**Federal Perkins Loan** is a low interest, repayable loan awarded to students with exceptional financial need. The interest rate is 5% and no interest accrues on the loan while the borrower is enrolled half time and during the grace period. Repayment begins nine months after graduation or withdrawal from school. Funding in this program is limited; students may contact the Financial Aid Office for more information.



**Federal Stafford Loan** is a low interest, repayable loan available to undergraduate and graduate students regardless of income. ***The interest rate is a fixed rate of 6.80% for loans disbursed after July 1, 2006.*** Federal Stafford Loans allow for a six (6) month grace period before the borrower begins repayment. Borrowers have a maximum of ten (10) years to repay their student loan. Loans are available through banks, credit unions, and other lending institutions. The only qualification for receiving a Federal Stafford Loan is to meet the eligibility requirements for financial assistance. The student is not subject to credit approval for this loan. All eligible financial aid participants may borrow from the Federal Stafford Loan program.

The Stafford Loan Program is composed of two loan types, subsidized and unsubsidized. A subsidized loan is awarded on the basis of financial need. Subsidized loan borrowers will not pay interest on the loan while enrolled in school, during the grace period or during authorized periods of deferment. The federal government pays the interest. An unsubsidized loan is not awarded on the basis of financial need. Any student regardless of income may participate in this loan program. However, interest does accrue while the student is enrolled in school, during the grace period, and during periods of deferment. The borrower has the options of paying the accrued interest or having the interest capitalized. Capitalization adds the interest to the principal amount of your loan. This option will increase your loan indebtedness.

The annual maximum awards from the Federal Stafford Loan Program are based on the borrower's classification and dependency status as indicated in the chart below. Only the dependent student amounts may be subsidized. The additional \$4,000 for freshmen and sophomores and the additional \$5,000 for juniors and seniors are unsubsidized funds.

Classification	Dependent	Independent
Freshmen	\$2,625.00	\$6,625.00*
Sophomores	\$3,500.00	\$7,500.00*
Junior and Seniors	\$5,500.00	\$10,500.00*

## Georgia Student Assistance Programs

The State of Georgia provides several financial aid programs to assist residents of Georgia. Recipients of these programs must meet financial aid eligibility and Georgia residency requirements. For most State grants, a Georgia resident is one who has physically lived in the state for a minimum of 12 consecutive months for some purpose other than to attend school and intends to remain in the state indefinitely. An applicant for financial aid will be considered a resident of Georgia if he/she can demonstrate that he or she has physically resided in the state for twelve consecutive months prior to the first date of enrollment and can provide documentation of intent to remain indefinitely. Acceptable documentation of intent to remain indefinitely includes but is not limited to a Georgia driver's license, voter registration card, automobile registration or other definitive evidence. Residency is established twelve months from the date the documentation was issued. *If the Evening College student is a dependent student, the residency of the supporting parent drives the residency of the student.* The Director of Financial Aid makes the final determination of residency.

**Georgia Tuition Equalization Grant** is a non-need-based grant from the state to Georgia residents attending a private college or university full-time. The annual amount is contingent upon funding by the Georgia Legislature.

**HOPE Scholarship Program** has provided scholarship assistance for Georgia residents since 1993. Georgia residents who graduated from high school on or after June 1996 with a 'B' average are eligible for a scholarship to attend a Georgia private college or university. HOPE Scholars attending a private college or university are eligible for \$1000 per quarter if full-time, and \$500 per quarter if enrolled half-time. HOPE scholars must maintain a 3.0 grade point average for continued eligibility. HOPE Scholars will be evaluated at increments of 45, 90, and 135 quarter hours.

Students who did not graduate from high school as a HOPE Scholar may become eligible for the HOPE Scholarship after completing 45, 90, or 135 quarter hours. This is provided the student's cumulative grade point average is a 3.0 or better; the student was a Georgia resident at the time of enrollment at a Georgia college or university and at the time the student becomes eligible for the HOPE Scholarship. The calculation of grade point averages for HOPE purposes must include all courses attempted since graduating from high school. Students who believe they qualify for this program should contact the Director of Financial Aid for more information.

**Georgia LEAP Grant** is a State of Georgia need-based grant awarded to Georgia residents who qualify for Federal Pell Grant and have substantial financial need. The annual amount is contingent upon appropriations by Congress and the Georgia Legislature.

**Law Enforcement Personnel Dependents Grants** provides non-repayable grants of up to \$2,000 per year to eligible Georgia residents who are dependent children of Georgia law enforcement officers, prison guards, or firemen who were permanently disabled or killed in the line of duty.

## **Disbursement of Financial Aid**

Financial aid funds are credited directly to the student's account by the Business Office at the beginning of each quarter. The funds are applied towards current tuition, fees, room, board, and other charges as authorized by the student. Financial aid recipients should be aware that financial aid funds are for educational expenses only. Therefore, students who fail to enroll or attend classes are not eligible for their financial aid award. Disbursements will only be made to students who have submitted all required documents for disbursement, are registered, meeting satisfactory academic progress standards, and are enrolled for the appropriate number of credits hours to establish eligibility for individual financial aid programs.

## **Disbursement of Excess Financial Aid**

Students with a residual financial aid funds after tuition and other authorized charges are paid will receive a refund of the remaining credit balance within 14 days of the beginning of classes or 14 days from the date the credit occurs (if after final registration). All refunds must be retrieved from the Business Office and require a picture ID before disbursement. If the student wishes to leave the credit balance on the account for subsequent terms, he/she may sign an authorization form with the Business Office.

## **Student Financial Aid and Federal Tax Implications**

Students receiving scholarships and grants that exceed their tuition, fees, book and supplies should be aware that these funds are taxable under federal and state tax law. It is important that students maintain records of their grants and scholarships and documentation of educational expenses for reporting purposes.

Federal tax law allows for only qualified scholarships and grants to be excluded from income. Qualified scholarships are any amount of grant and scholarship you receive that is used for tuition, fees, books, supplies and equipment required for your course instruction. Scholarships and grants that are specifically designated for educational expenses other than those described under qualified scholarships (room, board, transportation, or living expenses) are taxable.

## **Suspected Fraud**

Institutions are required to report cases of suspected fraud to the Office of the Inspector General of the Department of Education, or, if more appropriate, to the state or local law enforcement agency having jurisdiction to investigate these allegations. Fraud may exist if the institution believes the applicant misreported or altered information in order to increase or fraudulently obtain federal funds their financial aid eligibility.

## ACADEMIC SUPPORT SERVICES

### **William & Evelyn Banks Library**

The librarians and staff take great pride in the high level of service that is offered at the Banks Library. Each year the library staff receives high marks from faculty and students on the annual library survey. Library instruction is highly emphasized with both individual and group instruction offered.

The Banks Library provides up-to-date resources that support the curriculum and general information needs of students and faculty. The Online Catalog can be accessed from anywhere in the world on the WEB. Additionally, the library makes available to students and faculty full-text databases on GALILEO plus discipline specific databases to which it subscribes including *JSTOR*, *GALE'S Business and Company Resource Center*, *ATLAS Religion Database*, *CINAHL*, *AMICO*, and more.

Separate Education and Music & Art areas in the library provide easy access to library materials for those disciplines in a comfortable, user-friendly environment. A Multi-Media Center provides access to the Internet, word processing, presentation software, E-MAIL, and the library's electronic resources. During hours that the library is open a scanner, computer projector, digital camera, and multi-media workstations are available for student use. Group study rooms, study carrels, video viewing-rooms, and a large conference room are also available.

The Banks Library seeks to fulfill the mission of the college through the provision of information resources and services supporting the curriculum, co-curricular, and research needs of students and faculty.

### **Academic Advising**

The Director of Evening College will serve as the academic advisor for all incoming Evening College students and for students pursuing the Associate of Arts in Liberal Studies degree. After a student declares a major in Business Administration or Human Development, a departmental faculty advisor will be assigned to work with the student through the completion of his/her program. The advisor functions as a general resource for program information, policies and procedures, schedule planning, etc. While faculty advisors will work closely with students in the planning of schedules, *it is the student's responsibility* to insure that all program requirements are fulfilled.

### **Career Development Center**

Evening College students are encouraged to use the resources available in the Career Development Center. The Center maintains current career-related materials and computer-assisted guidance programs to allow students to complete self-assessments on skills and interests related to careers or to personal development. The Center also sponsors Job Fairs and skill-building workshops and coordinates internship opportunities. The Career Development Center staff is available, by appointment, to meet with interested students during evening hours.



## Computer Facilities

In 1991, LaGrange College became committed to creating a fiber optic network of many computers that would allow students and faculty to access the network anywhere on campus. The college currently has 12 computer laboratories allowing students to access the World Wide Web from virtually any site on campus. Microcomputer labs on campus are available for general use except when the rooms have been reserved for class use. Evening College students may find the laboratory on the 3<sup>rd</sup> floor of Smith Hall (room 322) most convenient for their use. The lab consists of workstations with access to Pascal, FORTRAN, BAIC, Oracle, COBOL, SQL, and the Internet.

LaGrange College seeks to provide students with the greatest possible access to computer resources within the limits of institutional priorities and financial capabilities, and consistent with generally accepted principles of ethics that govern the College community. Access to computer and network facilities requires each student user to be accountable and responsible for appropriate use of computer facilities. Students should note the following, taken from the Policy for the Responsible Use of Information Technology. The complete Policy is printed in the *LaGrange College Bulletin* and is also available in the Evening College office. •

- LaGrange College computing resources and associated user accounts are to be used only for the College activities for which they are assigned or intended. The computing systems are not to be used for any non-college related commercial purposes, public or private, either for profit or non-profit.
- Many technology resources at LaGrange College are accessed through user accounts. All users are responsible for both the protection of their account passwords and the data stored in their user accounts. Sharing a password is prohibited. User accounts will be deactivated when the user's affiliation with the College is terminated and all files and other data will be removed from those accounts.
- The College provides email accounts for students, faculty and staff. All course information and other official College communication will only be sent to campus email addresses.
- Microcomputer labs on the LaGrange College campus are available for general use except during the periods the rooms have been reserved for teaching purposes. It is the responsibility of every user to use lab and public access facilities in a responsible manner. Use of laboratory or public access facilities to view material that may be considered offensive to others, which includes but is not limited to racially hateful and sexually explicit material, is considered a form of harassment. The viewing of harassing material is inconsistent with Mission of LaGrange College. Viewing such harassing material in a lab or public access areas can result in disciplinary action.

## Tutoring Center

The Student Tutoring Center is located on the 5<sup>th</sup> floor of Henry Hall. Peer tutors are available each evening to provide assistance in English, mathematics, history, science, and other courses in the general education curriculum. Student tutors are available Monday through Thursday and Sunday evenings from 6:00 p.m. until 9:00 p.m. There is a mathematics lab, and assistance for subjects including science, history, and literature.



## Writing Center

The Writing Center is designed to provide a service to students who would like individualized help with their writing. It is directed by an English Department faculty member, and staffed by undergraduates who have proven to be especially proficient in their writing skills. Students are encouraged to visit the Center to conference about the writing process, to brainstorm topics with peers, or to work with other writers on essays, research papers, and other assignments. The Center is open for appointments, and for drop-in visits, weekdays until 9:00 p.m.



## STUDENT LIFE

Evening College is committed to providing a positive environment that attends to a student's intellectual, emotional, spiritual and social development. LaGrange College sponsors a variety of cultural events and recreational activities for the enjoyment of students and their families. The College also provides programs designed to support every dimension of students' well-being. We welcome and encourage student participation in all campus programs.

In addition to providing a positive climate for growth and development, LaGrange College is committed to fostering an honorable standard of conduct for all within our community. The college regulations are formulated to meet changing student needs within the framework of college policy. These regulations are effective when the student enrolls. The specific policies with regard to student conduct are reviewed with all new students during orientation. In addition, the statement of conduct is published in the *LaGrange College Bulletin* and the *Student Handbook and Panther Planner*.

### Development and Well Being

All new students are invited to the Evening College **Orientation**. This event introduces students to campus policies, procedures, and resources and to the staff who are available to support and advise throughout the course of the program. Small group sessions allow new and returning students to meet and share in order to encourage discussion of the transition to college life.

The **Office of the Chaplain** coordinates chapel services held each Sunday evening at 10 p.m. when college is in session. These spirited worship services provide opportunity for celebration, for reflection, and for fellowship with other students. Rev. Quincy Brown is also available for individual counseling in his office in Smith Hall.

The **Counseling Office** located on the first floor of Smith Hall offers counseling in a variety of areas. Students needing a confidential resource for short-term counseling should contact Director Pamela Tremblay. Areas in which counseling is offered include stress reduction, conflict resolution, substance abuse, and interpersonal relations.

Evening students are encouraged to utilize the services of the **Career Planning and Placement Center**. The counselor's are available to assist with resume preparation, interview skills development, and graduate school applications. Meetings are by appointment, and the office maintains evening hours one night a week for the benefit of evening students.

The facilities of the **Aquatics Complex** are available for recreational and lap swimming year-round. In addition, the facilities and equipment of the **Physical Education Department** are available for recreational use when not otherwise scheduled for instructional, athletic, or intramural use. Hours for the fitness center, gymnasium, and pool, will be posted each term. A valid LaGrange College ID is required for admittance to all facilities.

## Events and Activities

The **Theatre Arts Department** sponsors a series of plays in Price Theatre and the **Fine Arts Department** hosts a variety of gallery exhibits in the Lamar Dodd Art Center throughout the year. Admission is free for students. Announcements about coming events are posted on the college web site and printed in the *Evening Update* newsletter.

Cultural Enrichment activities occur throughout the year. The events include Contact Hour lectures, presentations, performances, etc. Evening students are encouraged and welcomed to participate in both day and evening events as their schedule permits.

Students with an interest in writing are encouraged to contribute to **The Hilltopper**, the campus student newspaper, or to **The Scroll**, the annual literary magazine. Interested students should contact the English department chair for further information.

**Honors Day** is an annual spring event highlighting outstanding student achievement. Dean's List students are recognized, and departmental honors are awarded. Evening student inductees into **Alpha Sigma Lambda** Academic Honor Society are announced during this celebration.

The Student Government Association sponsors occasional **study breaks** for Evening students each term to encourage students to take a few minutes to unwind and relax with fellow students. The date for each coffee is announced via campus e-mail.

## Associations

LaGrange College chartered a student chapter of the **Society for Human Resource Management** in 2005. Student SHRM is an organizational modeled after national SHRM, an association created to both advance and support professionals in the human resource field. The student chapter, hosted by West Georgia SHRM, is designed to supplement classroom education with real-world knowledge and hands-on HR experience through guest speakers, site visits, and monthly networking opportunities. Student members are eligible for SHRM scholarships, and graduates receive a significant discount when sitting for the PHR national certification examination.

**Alpha Sigma Lambda** is the national adult honor society, founded in 1945 and dedicated to honoring the achievement of adult undergraduates who model academic excellence in the midst of managing many other areas of their lives. From among those who meet the G.P.A. requirement (3.4 minimum cumulative average with at least 40 institutional quarter hours), only 10% of nontraditional students are invited to join. New members are inducted into the **Kappa Iota** chapter each spring during a special ceremony at Sunny Gables.



2006 honor inductees (from left) Keisha Freeman and sister, Tim Reynolds and daughter, Zach Patten and Professor Lee Johnson.

# ACADEMIC POLICIES

## **Class Attendance**

Students are expected to attend all class sessions including labs, for all courses. If a student must be absent, all matters related to student absence, including makeup work, must be arranged with the professor. Each course syllabus makes a clear statement about policies related to absences. Please note that excessive absences (as determined by the instructor) may result in an administrative withdrawal with a grade of “W ” or “ WF”.

Students are expected to be present for all quizzes or final examinations, unless the reasons for absences are acceptable to the professor.

## **Course Registration**

Pre-registration is conducted several weeks before the onset of each new term. While students are encouraged to register online via PantherNet, they are required to contact their advisor first to discuss their academic progress and their intended schedule. The advisor hold will be removed – allowing the student to self-register – only after the conversation with the advisor has occurred.

As a general policy, Evening students may not register for classes offered on the Day schedule. The Evening College is a separate and distinct program whose academic calendar and tuition schedules differ from that of the Day program. Students with a compelling need to request enrollment in a Day course must meet with the academic advisor first, and then complete an Academic Petition form for review and consideration by the Vice President for Academic Affairs and Dean.

## **Fall Enrichment Term**

In the fall of 2004, the Evening College added a Fall Enrichment Term to the academic program. The 3 ½ week mini-term is designed to enrich students’ learning experience through elective study of significant topics not included in the regular general education or major curriculum. Course offerings will vary each year, but have included such topics as *Southern Women: Fact and Fiction*, *Global Food Production and World Hunger*, and *Preparation for the P.H.R. examination*, and *The Short Story*.

All students who enroll later than summer 2004 must include two fall enrichment courses in their schedule; students are encouraged to enroll during their freshman and sophomore years. Students who matriculated prior to fall 2004 are required to complete one enrichment course in their academic experience. The term runs from mid-November through early December, and, for financial aid purposes, is considered to be included as a part of the fall quarter.



## Grades and Credits

The definitions of grades given at LaGrange College are as follows:

A+	4.00	A	4.00	A-	3.75
B+	3.25	B	3.00	B-	2.75
C+	2.25	C	2.00	C-	1.75
D+	1.25	D	1.00		

F – failing

I – incomplete. This is a temporary grade, assigned by the instructor if a student is doing satisfactory work and, for reasons beyond the student's control, cannot complete the work for the quarter.

NC – no credit

W – withdrawn. An automatic 'W' is given if the student withdraws after the end of drop and add but before the completion of three weeks of class. After the deadline for automatic withdrawal passes, the instructor will assign a 'W' or a 'WF' depending upon the student's status.

WF – withdrawn, failing

AW – audit, withdrawn

AU – audit, complete

NR – grade not reported by the instructor

## Declaration of Major

A student may declare his/her academic major after successfully completing 22 quarter hours. Students *must* declare a major by the time they have completed 75 quarter hours of course work. The declaration of major is initiated in the Evening College office, and must be signed by the student's academic advisor and by the appropriate department chair. The major requirements are based on the Bulletin in effect when the major is declared, not on the Bulletin of entry.

## Honor Code

Students at LaGrange College sign the Honor Code, which states,

As a member of the student body of LaGrange College, I confirm my commitment to the ideals of civility, diversity, service, and excellence. Recognizing the significance of personal integrity in establishing these ideals within our community, I pledge that I will not lie, cheat, steal, nor tolerate these unethical behaviors in others.

The Honor Code is the responsibility of every student, faculty member, and staff member at LaGrange College. All members of the College community are needed to support the enforcement of the Code which prohibits lying, cheating, or stealing when those actions involve academic processes.

The Honor Council, composed of ten students, deals with students accused of violating the Honor Code. The Honor Council is selected each spring by the outgoing Chair of the Honor Council, The Dean of Students, and the



Vice President for Academic Affairs and Dean. A member of the faculty serves as advisor. In endorsing the Honor Code, the faculty agreed to report any suspected violation of the Honor Code to the Honor Council, either through the Vice President for Academic Affairs and Dean or the Chair of the Honor Council. Members of the faculty are therefore expected to report all suspected violations of the Honor Code. The Honor Code assumes that any student witnessing or otherwise having knowledge of an Honor Code violation will report the violation to the course instructor, the Chair of the Honor Council, or the Vice President for Academic Affairs and Dean.

The following are violations of the Honor Code:

1. Lying in any academic matter.
2. Cheating by either giving aid to or receiving aid from a student or other source without the consent of the faculty member or plagiarizing (using another person's words or ideas without documenting them properly).
3. Failure to report a violation of the Honor Code.
4. Failure to appear before the Honor Council as requested by written notice.
5. Failure to maintain confidentiality regarding an Honor Council case.

Sanctions include:

- assigning a grade of zero to the related academic work (assignments, tests, case study, etc.);
- lowering the final grade in the course by one letter;
- a grade of "F" in the course;
- suspension for one academic term (excluding Summer);
- dismissal from the College.

Student Rights:

- To be presumed innocent
- To a fair, impartial, and timely hearing
- To face and question any witnesses at a hearing
- To testify and present material on one's own behalf
- To a separate hearing upon request
- To subsequent appeal

An investigation and hearing shall be confidential and those within the bounds of confidentiality shall not divulge anything that is said or done with regard to these proceedings to anyone outside the bounds of confidentiality. Should anyone outside the bounds of confidentiality receive information which is considered to be confidential, he or she will automatically be bound by confidentiality. Those within the bounds of confidentiality include Council members, the faculty advisor to the Council, the Vice President for Academic Affairs and Dean, the President, accusers, the accused, witnesses, persons interviewed during the investigation, victims, and the College's attorney. In addition, the accused may include within the bounds of confidentiality his or her parents, faculty, staff, minister, personal or legal counsel.

All tests at the College are conducted under the Honor Code. The students should expect to write the pledge (or and abbreviated version of the pledge, on the outside of the examinations. The Academic Honor Pledge states: I pledge that I have neither given nor received unauthorized aid on this assignment or examination, nor have I witnessed any violation of the Honor Code. Accordingly, instructors may leave the room during the examination and students are on their honor to do their own work. Since all students are pledged to abide by the Honor Code, instructors may leave their room during an examination and students are on their honor to do their own work. The student should leave all books and materials not pertaining to the test either in the hall outside the classroom, or next to the wall in front of the classroom. Students should take the test in the designated classroom, except under extenuating circumstances or by prior arrangement.

For a complete description of the Honor Code, please see the *Student Handbook*, or the *Student Honor Code Handbook 2006-2007*.

## **Student Appeals**

There are processes by which students may petition regarding academic issues, including Academic Forgiveness, Grade Appeals, and Appeal of Academic Policy. The procedures are detailed in the LaGrange College Bulletin and summary information is also maintained in the Evening College Office.

## **Student Status**

Student status is determined based on successful completion of credit hours, per the following.

Freshman	1- 45 hours
Sophomore	46-89 hours
Junior	90-134 hours
Senior	135 or more hours

Students may declare their academic major after completion of 22 quarter hours. Please note that no grade below 'C' in any course about the 100 level may be applied toward a major.

180 hours are required for completion of the degrees in Business Administration and Human Development. The general education curriculum – 101 credit hours – meets the requirement for the completion of the Associate of Arts degree in Liberal Studies degree.

## **Transcripts**

Students are provided transcripts of their academic record free of charge. Requests should be made in writing to the Registrar's Office well in advance of the date needed. No transcript will be issued to a student under financial obligation to the College.

## **Transfer between Programs**

Students should not assume the privilege of automatic transfer from the Evening program to the Day program. Students interested in changing their enrollment classification from Evening to Day must complete an academic petition indicating the reason for requesting the program transfer. Before presenting to the Vice President for Academic Affairs and Dean for consideration, the petition must be signed by the current academic advisor and by the major advisor of the Day program into which the student desires transfer. Note that a transfer between programs may only be requested one time during a student's undergraduate career.

## DEGREE REQUIREMENTS

Evening College offers the Bachelor of Arts degree in Business Administration, the Bachelor of Arts degree in Human Development, and the Associates of Arts degree in Liberal Studies. To obtain the Business Administration or Human Development degree, a student must complete 180 quarter hours including the General Education curriculum and major courses; a departmental assessment and the MAPP test are also required. Students for whom the Liberal Studies degree is the terminal degree will satisfy their requirement upon successful completion of the 101-hour general education curriculum and the MAPP test. Students who have declared a major in Liberal Studies concurrent with a bachelor's degree program are exempt from the MAPP test until the final term of their B.A. program.

Candidates for degrees must earn, at a minimum, a 2.0 quality point average. The QPA is determined by multiplying the grade point by the course credit, summing, and then dividing the total quality points earned by the total GPA hours. Quality points are assessed as follows: A-4, B-3, C-2, D-1, F-0.

Candidates must also meet the residency requirements for Evening College. Generally, B.A. candidates must accomplish the last 60 hours in Evening College. With the approval of the Vice President for Academic Affairs and Dean, students may earn 15 hours of transient credit during their final 90 hours.

Candidates for the associate degree must accomplish the last 30 hours in Evening College.

**While each student will work with a faculty advisor to plan her/his academic program, the ultimate responsibility for insuring that all degree requirements are accomplished rests with the student.**





# GENERAL EDUCATION CURRICULUM

LaGrange College is first and foremost a liberal arts and sciences college. The underlying philosophy of liberal learning is found throughout the curriculum, but is most obvious in the structure of the General Education Curriculum that provides the foundation for all studies.

**The curriculum is distributed as follows:**

## **Required Courses:**

College 101	2 hours
*English 101, 102 and, 103	15 hours
History 101 and 102 <b>or</b> 111 and 112	10 hours
Mathematics 101	5 hours
Computer Science 170	5 hours
Religion 101, 103 or 104	5 hours
Speech 105	5 hours
Physical Education <b>or</b> HPR	4 hours

**Total: 51 hours**

## **Electives:**

Humanities/Fine Arts	15 hours
**Modern Language/Culture	5 hours
Science/Mathematics	15 hours
Social/ Behavioral Science	15 hours

**Total 50 hours**

\*Students transferring from an institution for which credits in ENG 101 and 102 constitute a complete English sequence are exempt from the ENG 103 course requirement.

\*\*Students who declare a major in Human Development may not use LAS 104 to satisfy the modern language/culture requirement. Human Development majors must complete the SPN 101 and 102 sequence.

The following courses are all options for the completion of the elective courses within the general education curriculum.

## **I. Humanities/Fine Arts**

ART <b>109</b> – Art History I	ENG <b>207</b> – American Literature II
ART <b>110</b> – Art History II	ENG <b>208</b> – World Literature
ART <b>151</b> – Basic Drawing	MUS <b>112</b> –Music Survey
ENG <b>204</b> – British Literature I	THA <b>101</b> – Drama Survey I
ENG <b>205</b> – British Literature II	THA <b>102</b> – Drama Survey II
ENG <b>206</b> – American Literature I	THA <b>184</b> – Acting I

## **II. Modern Language/Culture**

SPN **101** – Elementary Spanish I

SPN **102** – Elementary Spanish II

LAS **104** – Latin American Culture

## **III. Science/ Mathematics**

GSC **101** – Earth Science I

GSC **102** – Earth Science II

MTH **114** – Statistics

MTH **118** – Quantitative Reasoning

## **IV. Social/ Behavioral Science**

PSC **101** – United States Government

PSY **149** – Introduction to Psychology

PSY **202** – Human Growth and Development

HSV **146** – Introduction to Sociology

HSV **247** – The Family

HSV **253** – Social Problems

HSV **299** – Introduction to Human Services

PHL **149** – Introduction to Philosophy

## **Minor in Sociology**

Students who desire to earn a minor in sociology must complete five courses in the disciplines of Human Services and Psychology.

Required courses:

HSV 146	Principles of Sociology
HSV 247	The Family
HSV 253	Social Problems

Electives (select 2 of 3):

HSV 306	America's Children
HSV 307	Criminology
PSY 321	Social Psychology

## **Minor in Human Resource Management**

Students pursuing a minor in human resource management must successfully complete the following classes.

BuA 351	Legal and Ethical Environment
BuA 370	Management and Organizational Behavior
BuA 374	Interpersonal Relations in Organizations
BuA 376	Managing Human Resources
BuA 480A	Performance Management
BuA 480B	Legal Implications of Human Resources

## COURSES

*The courses available through Evening College follow. The Business Administration Department is presented first, followed by the Human Development. General Education required and elective courses follow, listed alphabetically by department.*

*Following each course number is the anticipated term in which the course will be taught. The schedule will be followed insofar as possible, but is subject to change. The course list is accurate and complete at the time of publication of this Bulletin. Courses may be added to/deleted from the program at the discretion of the College.*

### **Course Numbering System and Abbreviations**

Courses numbered 100 through 199 are intended primarily for freshmen and sophomores. Courses numbered 200 to 299 are intended primarily for sophomores. Courses numbered 300 through 399 and above are intended primarily for juniors and seniors. Courses numbered 400 through 499 (with the exception of the 480 Special Topics courses) are intended primarily for seniors.

The number in parentheses following the course title indicates the number of quarter hours credit awarded for the course. If a course has a prerequisite, it will be so noted following the course description.

## BUSINESS ADMINISTRATION

Within the context of a liberal arts environment, the Business Administration curriculum is designed to aid the student in developing a fundamental understanding of the nature, purposes and interdependencies of business systems and the socioeconomic environments in which they operate. The division prepares majors for employment in a wide variety of organizations and provides the background needed for entry to graduate or professional schools.

Following are the expected learning outcomes for our majors. Students will learn:

- to acquire an intrinsic desire to attain new knowledge - a curiosity about the world around them
- to understand generally accepted business principles and concepts and the ability to integrate across sub-disciplines
- to think creatively and critically, to formulate logical arguments and to make connections between different ideas
- to formulate and defend ethical judgments
- to communicate effectively and in a professional manner
- to work successfully in a diverse and complex workplace
- to accept ambiguity and uncertainty as a reality of life

The 180-hour B.A. in Business Administration requires completion of the general education courses, the major courses listed below (55 hours), and 24 elective hours. In addition to the course requirements, students must sit for the comprehensive Department Assessment Test (DAT).

**Note: Students must complete ENG 102 and CSC 170 prior to entering 300-level business courses.**

Major Courses, Required:

BuA 200	Principles of Economics	BuA 380	Principles of Marketing
BuA 260	Principles of Financial Acct	BuA 440	Management Simulation
BuA 263	Principles of Managerial Acct	LAS 393	Intercultural Communications
BuA 351	Legal and Ethical Environment	Math 114	Statistics
BuA354	Business Performance Analysis	Math 118	Quantitative Reasoning
BuA 370	Mgmt. and Organizational Behavior	OR	
		MTH 360	Finite Mathematics



**BuA 101 Contemporary Economics/Business Issues (5) On Demand**

This is the basic economics course for non-majors and is designed to provide students with an understanding of introductory economic principles to analyze, from an economic perspective, issues such as the population explosion, poverty, pollution, unemployment, and inflation.

**BuA 200 Principles of Economics (5) Fall**

An introduction to the science of economics and its analytical tools. This course is devoted to providing the student with a thorough understanding of the basic principles of a) microeconomics: the study of the economic behavior of individual households and firms and the determination of factor prices, and b) macroeconomics: the study of the determination of the aggregate levels of income, output, employment and prices and the examination of fiscal and monetary policy.

**BuA 260 Principles of Financial Accounting (5) Fall**

This course provides an introduction to accounting as a device for reporting business activity. The underlying principles of accounting are studied, in addition to the preparation and use of financial statements.

**BuA 263 Principles of Managerial Accounting (5) Winter**

A study of managerial control systems and the uses of accounting information for planning and control, including analysis and interpretation of data, and use of cost information for business policy implementation.

*Prerequisite:* BuA 260 or consent of instructor

**BuA 322 Business Ethics (5) On Demand**

A study of current social problems faced by business with particular attention paid to the background factors giving rise to those problems, various proposed solutions, and the approach that is currently being followed.

*Prerequisite:* Junior standing, or consent of instructor

**BuA 351 Legal and Ethical Environment of Business (5) Fall**

This course addresses the legal and ethical implications of business decisions. Topics may include legal organization, employment, discrimination, contracts, workplace, safety, product liability and antitrust issues. Cost-benefit analysis will be used as a tool to evaluate business decisions in light of existing legal rules and social responsibility.

**BuA 353 Corporate Finance (5) On Demand**

The first half of this course focuses on various methods used by corporate managers to evaluate alternative investment opportunities, including discounted payback, internal rate of return, discounted cash flow and "economic value added" analyses. The second half of the course focuses on the methods used to finance corporate investments in assets, including capital structure, cost of capital, bankruptcy risk, informal workout and Chapter 11 reorganization issues. Relevant legal, accounting and tax issues are integrated throughout the course content.

*Prerequisite:* BuA 200, 260.

**BuA 354 Business Performance Analysis (5) Fall**

A comprehensive survey of the basic tools and models used in contemporary financial statement analysis.

*Prerequisite:* CSC170

**BuA 357 Investments (5) On Demand**

This course provides students with an introduction to the tools for analyzing the potential returns and risks of individual securities and how to combine them efficiently into portfolios. The course will also examine the equilibrium pricing of capital assets, risk-adjusted evaluations of portfolio performance, the efficiency of the capital allocation process in security markets, the formulation of investment policies and strategies, and other investment-related topics.

*Prerequisite:* BuA 200

**BuA 370 Management and Organizational Behavior (5) Winter**

A study of the science and art of management with special emphasis on motivating and leading individuals in an organization.

*Prerequisite:* BuA 260 or consent of instructor

**BuA 374 Interpersonal Relations in Organizations (5) On Demand**

A study of human interaction in the organizational context. Topics to be covered include self-concept, frames of reference, values and attitudes, barriers and breakdowns in communications.

*Prerequisite:* BuA 370 or consent of instructor

**BuA 376 Managing Human Resources (5) On Demand**

The study of the basic principles and functions of effective personnel administration and human resource management. Extensive use is made of the case method of study. Students gain experience looking at personnel problems, individually and as members of groups.

*Prerequisite:* BuA 370 or consent of instructor

**BuA 380 Principles of Marketing (5) Fall**

An introduction to the important principles of marketing management and the role of marketing in a contemporary society, in business enterprises and in the nonprofit organization. Considers the planning, operation and evaluation of marketing and promotional efforts necessary to the effective marketing of consumer and industrial offerings.

*Prerequisite:* BuA 200 or consent of instructor

**BuA 401 Entrepreneurship (5) On Demand**

A study of the application of the science of management to the development and management of the small business enterprise. Opportunities, characteristics, and problems with the small business will be evaluated. Students will be required to develop a business plan for a small business and when possible students will be given an opportunity to work on special projects with small businesses in the community. The class requires active participation by students in and out of the classroom.

*Prerequisites:* BuA 370, 380, or consent of instructor

**BuA 440 Management Simulation (5) Spring**

This is the capstone course for majors in Business. It incorporates the use of a computer-based simulation in an effort to integrate all of the functional areas of business into one comprehensive course. Students are required to work in groups as managers of a simulated company and make the necessary marketing, finance, economic, accounting, and management decisions to run their company effectively. The students' grades are a function of individual and group performance.

*Prerequisites:* Senior standing, completion of all course requirements in major or permission of the instructor

**BuA 470 Research in Business (5) On Demand**

Research project or paper in business or economics. A student must present a course description/project proposal in writing to the faculty member chairing the research for approval by the end of pre-registration during the quarter prior to enrolling for the course. No more than 5 credit hours per quarter and a maximum of 10 credit hours may be taken.

**BuA 480 Special Topics (2 - 5) On Demand**

A series of special topic courses providing students with exposure to issues and concepts not covered in their regular course work.

*Prerequisites:* Junior standing or consent of instructor

## HUMAN DEVELOPMENT

The Human Development major explores both theoretical and practical issues of human development, with a special focus on early childhood issues. The major is grounded in the disciplines of education, psychology, and human services. Students will explore patterns of behavior in learning, examine models for teaching within early childhood settings, and study dimensions of individual development within the framework of historical, social, and cultural foundations.

Graduates of the program will be well prepared to work in Head Start or other pre-school environments, to teach in elementary classrooms (upon passage of GACE and enrollment in a masters program), or to pursue middle grades certification through the Master of Arts in Teaching program. Students who desire to pursue alternative certification through Georgia TAPP, must earn a 2.5 cumulative, and must have an offer of employment by a participating school district to meet eligibility requirements.

### Education:

EDU 199 Foundation in Education

EDU 319 Math Methods

EDU 342 Child Development

EDU 354 Introduction to Reading and Literature

EDU 366 Creative Arts and Movement

### \*History:

HIS 315 Georgia History (or other upper level HIS course at discretion of the Education Department chair)

### \*Human Services:

HSV 146 Principles of Sociology

HSV 247 The Family

HSV 253 Social Problems

### \*Psychology:

PSY 149 Introduction to Psychology

PSY 202 Human Growth and Development

PSY 321 Social Psychology

PSY 350 Abnormal Psychology

### Special Topics:

A senior-level course with relevant topics chosen from Human Services, History, or Psychology department

\*Please refer to individual department listings beginning on page 39 for a description of these courses.

### **EDU 199 Foundations in Education (5) Fall**

An introduction to teaching and learning, the course addresses issues including INTASC standards, curriculum, professionalism, accountability, code of ethics, and certification requirements. *This course must be completed prior to admission to the Human Development major, and is a prerequisite for all other EDU courses.*

### **EDU 319 Math Methods (5) Winter**

The course focuses on a constructivist, inquiry approach to learning and teaching in the early childhood and elementary classroom. There is an emphasis on pre-number concepts and problem solving and regular practice using mental mathematical exercises and activities with manipulatives.

**EDU 342 Child Development (5) Fall**

The course involves study of the principles of growth and development from conception through twelve years of age. Specific attention will be given to the influences of family on physical maturation, cognitive development, social skills, and personality development. Major contributions from leading authorities in the field will be emphasized during the study of each area of development.

**EDU 354 Introduction to Reading and Literature (5) Spring**

The course covers theories and principles of reading instruction, the reading process, and emergent literacy. There will be a focus on children's literature and its role in elementary reading programs.

**EDU 366 Creative Arts and Movement (5) Fall**

The course explores theories and practices that promote intellectual, language, physical, social and emotional development, and school readiness for pre-school and elementary aged children. The course suggests ways to facilitate learning through a differentiated curriculum incorporating music, art, and movement, which reflects the child's community, cultural, linguistic, and individual characteristics.



## GENERAL EDUCATION COURSES

### Art and Design

**ART 109 Art History Survey I (5) Fall**

A course in the visual arts of western civilization from the Paleolithic period through the 16<sup>th</sup> century. Cultures surveyed will include Egyptian, Mesopotamian, Greek, Roman, Early Christian, Byzantine, Medieval, Gothic and the Italian and Northern Renaissance.

**ART 110 Art History Survey II (5) Spring**

This course will survey the history of Western art and architecture from the Baroque period to the beginning of the 20<sup>th</sup> century, including the stylistic movements of the Baroque, Rococo, Neoclassicism, Romanticism, Realism, Impressionism, Expressionism and Cubism.

**ART 151 Basic Drawing (5) On Demand**

A course in drawing fundamentals, including line, composition, perspective, and chiaroscuro. A variety of drawing media will be explored.

**ART 227 Ceramics-Methods and Materials (5) On Demand**

This introduction to ceramic methods and techniques explores both wheel throwing and hand building used in forming vessels and sculpture. This will include using the potter's wheel, slabs, coils, textures to create form. Glazing, decoration and firing methods such as raku, pitfire and standard reduction will also be emphasized.

**ART 271 Painting I (5) On Demand**

An introduction to painting with acrylics or oils. Projects will explore the fundamentals of composition and modeling with color and light

### Computer Science

**CSC 170 Microsoft Office and Information Systems (5) Fall, Spring**

An introduction to information systems software. Microsoft Office Professional will be the primary software utilized.

### English

**ENG 100 Basic Composition (5) Summer**

Introduction and practice in the fundamentals of expository writing, including paragraph development, organization, logic, grammar and mechanics.

**ENG 101 Composition I (5) Fall**

Introduction to expository writing, emphasizing the essay form, the writing process, and rhetorical modes of thesis development. Students use conference days for peer editing and consultation with instructors.

*Prerequisite to all higher-numbered English courses.*

**ENG 102      Composition II (5) Winter**

Introduction to critical thinking and writing about literature, emphasizing reading strategies and analytic writing. Students use conference days for peer editing and consultation with instructors.

*Prerequisite to all higher-numbered English courses*

**ENG 103      Composition III (5) Spring**

Introduction to interdisciplinary writing, emphasizing research techniques and methods of documentation. Students use conference days for library research, peer editing and consultation.

*Prerequisite to all higher-numbered English courses*

**ENG 204      British Literature I (5) On Demand**

A survey of British literature from the Anglo-Saxon Period through the Eighteenth Century. Short critical essays required, with at least one entailing documentation.

**ENG 205      British Literature II (5) On Demand**

A survey of British literature from the Romantics through the Modern/Postmodern Period. Short critical essays required, with at least one entailing documentation.

**ENG 206      American Literature I (5) On Demand**

A survey of American Literature from the Colonial period through American Romanticism. Short critical essays required, with at least one entailing documentation.

**ENG 207      American Literature II (5) On Demand.**

A survey of American literature from Realism and Naturalism through the Modern/Postmodern Period. Short critical essays required, with at least one entailing documentation.

**ENG 208      World Literature (5) On Demand**

A survey of classical works in translation, emphasizing the Greek, Roman, and Medieval periods. Short critical essays required, with at least one entailing documentation.

## **Freshman Seminar**

**COL 101      Gateway to Success (2) Fall, Spring**

This orientation course uses discussion of directed readings, journal writing, and group activities to develop strategies for effective reading, writing, critical thinking, and related skills necessary for successful college study. The course must be completed within the first two terms after enrollment and is required for all freshmen and for transfer students with less than 45 quarter hours of earned credits.

## **General Science**

**GSC 101      Earth Science I (5) Winter**

An introduction to the concepts, principles, and processes of Physical Geology with a brief consideration of Historical Geology.

**GSC 102      Earth Science II (5) Spring**

A continuation of Earth Science I with elements

*Prerequisite:* GSC 101

## **Health, Physical Education and Recreation**

### **HPR 154     Community First Aid/CPR (2) Fall, Spring**

Identification of emergency situations and selection of correct response. Certification in American Red Cross standard first aid and adult, child and infant rescue breathing and cardiopulmonary resuscitation.

### **HPR 200     Community Health (2) On Demand**

An investigation of various health care programs available in the community and various health-related issues.

### **HPR 201     Community Recreation (2) Winter**

An investigation of various recreation programs available in the community, state, and nation.

### **HRP 210     Fitness for Life (2) Winter**

A study of basic principles of physical conditioning, weight control, relaxation, and stress management. Students will have the opportunity to devise and implement a personalized fitness/weight control program tailored to individual needs and levels of fitness.

### **HPR 333     Nutrition and Health (2) Fall**

An introduction to nutrition concepts and current dietary trends, focusing on health promotion. Nutrients are explored with regard to sources, dietary requirements, and health implications. Student interest are incorporated.

### **PED 105     Jogging (1) Fall, Winter, Summer**

Participation in progressive running programs designed to increase cardiovascular endurance.

### **PED 108     Physical Conditioning (1) Spring, Summer**

Basic assessment, maintenance, and improvement of over-all physical fitness.

### **PED 116     Personal Fitness (1) On Demand**

Introduction to diet and weight control techniques as well as assessment and maintenance of personal fitness.

### **PED 158     Backpacking (1) On Demand**

Introduction to basic equipment, safety, and techniques of trail camping. Extensive field trips to state and national trails.

## **History**

### **HIS 101     World Civilization I (5) Winter, alternate years**

A survey course on the development of world civilization up to 1660.

### **HIS 102     World Civilization II (5) Spring, alternate years**

A survey course on the development of world civilization from 1660 to present.

### **HIS 111     History of the United States to 1865 (5) Winter, alternate years**

Emphasis on the Colonial, Revolutionary, early national, and Civil War periods.

### **HIS 112     History of the United States, 1865 to the Present (5) Spring, alternate years**

Emphasis on Reconstruction, liberal nationalism, New Deal, and postwar periods.

### **HIS 203     Lives of Illustrious Men and Women (2) On Demand**

A study of the men and women whose deeds and ideas shaped history.

**HIS 205 Men and Movements that Shaped American History (2) On Demand.**

A biographical study of American History.

**HIS 315 Georgia History (5) Winter**

A study of Georgia History from the pre-colonial period to the present with emphasis on the historical, social, economic and political development of the State.

## **Human Services**

**HSV 146 Introduction to Sociology (5) Fall**

An introduction to the scientific study of the structure and dynamics of human society.

**HSV 148 Introduction to Anthropology (5) On Demand**

A general introduction to physical and cultural anthropology.

**HSV 247 The Family (5) Spring**

An analysis of contemporary marriage and family experiences.

**HSV 253 Social Problems (5) Summer**

A study of selected social problems in American society which are related to deviant behavior, value conflict, or social disorganization.

**HSV 299 Introduction to Human Services (5) On Demand**

An introduction to generalist human services. Emphasis is placed on the historical development of the profession as well as exposure to various career opportunities in the helping profession.

**HSV 306 America's Children (5) Winter**

An analysis of current issues confronting America's children.

**HSV 307 Criminology (5) Summer**

A multi-disciplinary examination of criminal behavior and corrections, with an emphasis on competing theories regarding the origins and incidence of criminality and the social forces underlying criminal and deviant behavior.

## **Latin American Studies**

**LAS 104 Introduction to Latin American Culture (5) On Demand**

A study of the art, literature, history, and anthropology of Latin America.

**LAS 393 Intercultural Communications (5) On Demand**

A study of the cultural risks confronting the business manager in an international environment. This course will survey the differences in values and codes of behavior among a number of cultures with the primary focus being on Latin America. This course will give the student the opportunity to learn how to read and respond to the organizational culture of regulators, business associates and customers across cultural borders.

## **Mathematics**

**MTH 100 Basic Math (5) Summer, Winter**

An overview of basic skills in mathematics including ratios and proportion, percent use of fractions and decimals, systems of measurements and linear equations.



**MTH 101 College Algebra (5) Fall, Spring**

A study of sets, real numbers, operations, order, inequalities, polynomial factoring, functions, graphs, exponents, first- and second-degree equations, and systems of equations.

*Prerequisite:* Mathematics 100 or satisfactory score on mathematics placement test.

**MTH 114 Statistics (5) Winter**

A study of problems related to statistical procedures as applied to economics, education, the social sciences, and the life sciences.

*Prerequisite:* Mathematics 101 or higher.

**MTH 118 Quantitative Reasoning (5) On Demand**

Mathematical techniques and computer methods will be used in the development of quantitative reasoning skills. This core focuses on answering questions and solving problems that require quantitative reasoning. These techniques and methods will be examined in the context of examples taken from the social sciences, business, economics and other disciplines. The applications of spreadsheets, graphing and statistical methods will be used.

*Prerequisite:* Mathematics 101 or higher.

**MTH 360 Finite Mathematics (5) On Demand**

A study of the finite mathematics with business applications.

*Prerequisite:* Mathematics 101 or higher.

## Music

**MUS 112 Music Survey (5) Winter**

A broad survey of music from the Western classical tradition aimed at developing aesthetic awareness and critical analysis of music from diverse styles and genres.

## Philosophy

**PHL 149 Introduction to Philosophy (5) On Demand**

A survey of the major fields of thought involving those principles which are basic in the making of man's culture and history.

## Political Science

**PSC 101 United States Government (5) On Demand**

An introduction to political science through an analysis of the political system of the United States. Topics considered include: basic concepts of political science, federalism, civil liberties and civil rights, basic governmental institutions, elections and public opinion, political parties and groups, and domestic and foreign public policy.

## Psychology

**PSY 149 Introduction to Psychology (5) Fall**

A survey of major topics in psychology including basic neuroanatomy, motivation, learning perception, personality and abnormal behavior.

*This course is a prerequisite for all other psychology courses.*

**PSY 202 Human Growth and Development (5) Winter**

A study of normal life beginning with conception. Important developmental phenomena are considered in the light of major theories of development.

**PSY 321 Social Psychology (5) Spring**

A course dealing with behavior as affected by social influences. Major topics include social perception, social communication (verbal and nonverbal), altruism, attitudes, aggression, and prejudice. Also, applied areas such as forensic psychology are considered.

**PSY 350 Abnormal Psychology (5) On Demand**

A survey of the causes, characteristics, current theories, and treatments of deviant behavior.

## Religion

**REL 101 Symbols, Texts, and Practices (5) On Demand**

An introduction to the Christian tradition of faith through a study of its central symbols, sacred texts, and practices.

**REL 102 Jewish Origins in Context (5) Fall, alternate years**

A study of the Hebrew bible, commonly called by Christians the Old Testament, in the context of the ancient Near Eastern world. The course also will ask students to reflect on the impact of the Hebrew bible on Western civilization and its implications for the contemporary world.

**REL 103 New Testament Writings in Context (5) Fall, alternate years**

A study of the New Testament writings in the context of Greco-Roman civilization. The course also will ask students to reflect on the impact of Christian scriptures on Western civilization and consider their implications for the contemporary world.

**REL 104 Dialogue with World Faith Traditions (5) On Demand**

The course will place the insights of the Christian faith in dialogue with those of major living world religions.

## Spanish

**SPN 101 Beginning Spanish I (5) Fall, Spring**

A course for beginners with intensive practice in oral communications, pronunciation, essentials of grammar, and where possible, reading of simple prose.

**SPN 102 Beginning Spanish II (5) Winter**

A continuation of Spanish 101.

## Speech

**SPC 105 Speech Fundamentals (5) On Demand**

A course emphasizing development of organizational and delivery skills through individual speaking exercises in a variety of formats including informative, demonstrative and persuasive.

## **Theatre Arts**

### **THA 101 Drama Survey I (5) On Demand**

A survey of the discovery of theatre, beginning in ancient Greece and continuing through the rise of Realism. Students will study theatre as a developed art form through the reading, viewing and discussion of plays representing diverse eras of history.

### **THA 102 Drama Survey II (5) On Demand**

A survey of the discovery of theatre from the rise of Realism through contemporary drama. Students will study theatre as a developed art form through the reading, viewing & discussion of plays representing diverse eras of history.

### **THA 184 Acting I (5) On Demand**

A course designed to introduce students to the fundamentals of acting for the stage. Course will include achievement of a simple objective, self and sensory awareness, relaxation, concentration and beginning scene and text analysis.

## FACULTY

Alford, Nancy Thomas (1969)

Chair, Health and Physical Education Department; Assistant Professor Health and Physical Education B.S. Georgia College; M.S., University of Tennessee

Barber, Kim (1995)

Associate Professor of Theater Arts;  
B.S., University of Tennessee; M.F.A. University of California at Los Angeles

Barrett, David M., Jr. (2003)

Associate Professor of Business  
BSME Tufts University; MBA Georgia State University; Ph.D. Georgia State University

Bearden, Cindi (2001)

Assistant Professor of Business  
B.S. Jacksonville State University; MAc. University of Alabama; Certified Public Accountant

Birkeli, Jon (1987)

Chair, Business Department; Ely R. Callaway, Sr. Professor in International Business  
A.B. Lenoir-Rhyne College; Ph.D. University of South Carolina

Cafaro, Joseph J. (1984)

Professor of History  
A.A., Manatee Junior College; B.A., Florida Atlantic University; M.A., Ph.D., Florida State University

Cody-Rydzewski, Susan R. (2002)

Assistant Professor of Human Services  
B.A. Jacksonville University; M.A., Ph.D., University of Florida

Hampton, Jenny (2000)

Assistant Professor of Business  
B.S. University of Georgia; MTx Georgia State University; J.D. University of Chicago

Hillyer, B. Joyce (1995)

Associate Professor of Education  
A.S. Southern Union State Junior College; B.S., M.Ed., Ed.D. Auburn University

Kovach, William (2006)

Assistant Professor  
B.A., M.B.A. Michigan State University

Livingston, Donald R. (2001)

Chair, Education Department; Assistant Professor of Education  
B.S. Drexel University; M.Ed., West Chester University; Ed. D. Georgia Southern University

McClanahan, Greg A. (1988)

Chair, Division of Science and Mathematics; Professor of Mathematics  
B.S., M.S., Auburn University; Ph.D., Clemson University



- McMullen, Linda (1999)  
Assistant Professor of Organizational Leadership, Director of Evening College  
B.S., M.S. Geneva College
- Messer, David W. (2003)  
Assistant Professor  
B.S., M.S., University of Tennessee; Ed.S. West Georgia College; Ed.D. East Tennessee University
- Mills, Fredrick V. (1967)  
Professor of History; Chair, Department of History  
A.B., Houghton College; S.T.B., Temple University; M.Th., Princeton University; M.A., Ph.D., University of Pennsylvania
- O'Connor, Francis A. (1997)  
Assistant Professor of Latin American Studies, Chair Department of Sociology and Anthropology  
B.A., University of Pennsylvania; M.A., Idaho State University; Ph.D., University of Iowa
- Plumlee, Amanda R. (1996)  
Chair, Latin American Studies and Modern Languages;  
Associate Professor of Latin American Studies and Modern Languages  
B.S. UTC of Chattanooga; M.A., Ph.D., University of Tennessee
- Rosencrants, Lydia W. (1999)  
Chair, Accountancy Department; Boatwright Associate Professor of Accountancy  
B.S. University of Richmond; Ph.D., Michigan State University
- Shirley, Kevin L. (1998)  
Associate Professor of History  
B.A., M.A. (history), M.A. (religion), Ph.D., Florida State University
- Slay, Jack C. (1992)  
Dean of Students  
B.A., M.A. Mississippi State University; Ph.D., University of Tennessee
- Williamson, Phillip R. (1969)  
Associate Professor of Health and Physical Education; Director of Athletics;  
B.S., M.S., Troy State University

## **ADJUNCT FACULTY**

- Barry, Robert J.  
Instructor, Business Administration  
B.S., Coker College; M.A., Pepperdine University
- Barrientos, Obed  
Instructor, Spanish  
B.A., Nuevo Leon State University; M.A., LaGrange College
- Baxter, Rev. Paul  
Instructor, Religion  
B.A., University of Georgia; M.Div., Yale University Divinity School
- Darden, John G.  
Instructor, Human Services  
B.S., M.S., Auburn University

Denney, Louise  
 Instructor, Mathematics  
 B.S., College of Charleston; M.Ed., West Georgia College

Dicks, Rob  
 Instructor, Physical Education  
 B.A., Valdosta State University; M.A., LaGrange College

Farrar, Fred  
 Instructor, Human Services  
 B.A., LaGrange College; M.Ed., West Georgia College

Fetner, Brandon  
 Instructor, Computer Science and Information Systems  
 B.S., Samford University; M.B.A., LaGrange College

Flor, Douglas L.  
 Instructor, Psychology  
 B.A., M.S., North Dakota State University; Ph.D. University of Georgia

Harris, James  
 Instructor, English Composition and Rhetoric  
 B.A., Paine College; M.Ed., LaGrange College; C.Ed, International Institute

Jones, Henry A.  
 Instructor, English  
 B.A., LaGrange College; M.A. Mississippi State University

Levens, Todd  
 Instructor, Human Services  
 B.A., LaGrange College; M.P.A., Columbus State University

Lynn, Julianne  
 Instructor, Business Administration  
 B.A., University of Georgia; J.D., Samford University

MacArthur, Rev. Rebecca  
 Instructor, Religion  
 B.A., LaGrange College; M. Div., Erskine Theological Seminary

MacArthur, Tom  
 Instructor, Music  
 M.M., West Georgia College; B.A., Immanuel Bible College; B.M., West Georgia College

Mixon, Tiffany  
 Instructor, Computer Science and Information Systems; B.A., MBA, LaGrange College

Morrow, Louise  
 Instructor, General Science  
 B.S. Appalachian State University; M.Ed., West Georgia College; Ed Specialist, West Georgia College

Riggs, Tracy Clahan  
 Instructor, Speech and Theatre Arts  
 B.F.A., Catholic University; M.F.A., Florida Atlantic University

Williams, Rachael  
 Instructor, English  
 A.B., M.A., University of Georgia

## OUR CAMPUS

### **Cason J. Callaway Science Building**

Built in 1972, this three-story brick building with the latest equipment for instruction in general science, biology, chemistry, math, and physics. The building is named in memory of a former member of the College's Board of Trustees.

### **Fuller E. Callaway Academic Building**

Completed in 1981 and renovated in 2000, the Fuller E. Callaway Academic Building houses the Departments of Nursing, Psychology, History, Political Science, and Human Services.

### **Lamar Dodd Art Center**

Completed in 1982, this building provides a physical environment and the equipment needed for art instruction as well as gallery space for the College's outstanding art collection. The building is named in honor of the late Lamar Dodd, a Georgia artist who was reared in LaGrange and whose paintings won international recognition.

### **Louise Anderson Manget Building**

Built in 1959 and renovated in 2001, the Louise Anderson Manget Building houses the Division of Humanities, including the Departments of English, Latin American Studies and Modern Languages, and Religion and Philosophy.

### **Price Theatre**

Completed in 1975, this dramatic arts building seats 280 and houses classrooms for the Department of Theatre Arts, faculty offices, scenery workshop, dressing rooms, costume room, actors' lounge, and a black box theatre.

### **Quillian Building**

Built in 1949 and named in memory of a former president, Hubert T. Quillian, who served from 1938-1948; this building provides offices for the President, the Vice President for Academic Affairs and Dean, the Executive Vice President for Administration, the Business Office, and Institutional Research and Planning.

### **Smith Hall**

The oldest building on the campus, the main portion of the building was constructed in 1842 of handmade brick formed from native clay. An addition was built in 1887 and a major renovation was completed in 1989 at a cost of over \$2.5 million. Ready for the 21<sup>st</sup> century, the building now houses classrooms, seminar

rooms, and offices including Evening College, Admission, Financial Aid, and the Registrar. Smith Hall was named in memory of Mrs. Oreon Smith, wife of a former president of the College, Rufus W. Smith, who served from 1885 until his death in 1915. The building is on the National Register of Historic Places.

### **Sunny Gables Alumni House**

Built by Mary and Julia Nix in 1924, Sunny Gables Alumni House is an outstanding example of early twentieth century Tudor Revival architecture designed by P. Thornton Marye and is now part of the National Register of Historic Places' Vernon Road Historic District. This multipurpose facility serves as the permanent home for alumni, as well as the Office of Alumni and Parent Relations and Campus Events Coordinator.

### **The Chapel**

Built in 1965; the materials used in the construction of the Chapel link it with Christian worship in LaGrange and other parts of the world. Included in the structure are two stained glass windows made in Belgium more than 100 years ago; a stone from the temple of Apollo at Corinth, Greece; a stone from the Benedictine Monastery, Iona, Scotland; and a stone from St. George's Chapel, Windsor, England. Regular worship services are held when the College is in session.

### **Hawkes Hall**

Completed in 1911, this four-story brick building is named in memory of Mrs. Harriet Hawkes, mother of College benefactor, the late A.K. Hawkes. The building houses women students on second, third, and fourth floors. Faculty offices and classrooms for the Education Department occupy the ground floor. Also on the second floor is the Nixon Parlor, named in honor of long-time supporter of the College, Winifred Adams Nixon '33.

### **Callaway Educational Building**

Built in 1965 and renovated in 1994, the building houses on the Callaway Campus the Music Department, Offices of Intercollegiate and Intramural Athletics, and Offices of the Department of Health and Physical Education. The facility includes state-of-the-art electronic music equipment, a recording studio, a fitness center, a gymnasium, and faculty offices.











